

GEORGE W. FRANZMAN
CERTIFIED PUBLIC ACCOUNTANT
 1010 B STREET
 SAN RAFAEL, CALIFORNIA

December 20, 1948

The Honorable Mayor and City Council
 of the Town of San Anselmo
 San Anselmo, California

Gentlemen:

In accordance with instructions received, we have made an examination of the financial records of the Town of San Anselmo for the fiscal year ended June 30, 1948, and beg to submit herewith the following exhibits:

EXHIBIT A -- SUMMARY OF REVENUES AND EXPENDITURES

EXHIBIT B -- ANALYSIS OF REVENUES

EXHIBIT C -- ANALYSIS OF EXPENDITURES

EXHIBIT D -- STATEMENT OF CHANGES IN FUNDS

EXHIBIT E -- STATEMENT OF BONDS OUTSTANDING

Scope of the Examination

The cash on deposit with the banks at June 30th was confirmed direct from these depositaries, as were the bonds which have been deposited by them to secure such deposits. The following is a summary of these securities:

Central Bank - Oakland for the account of Bank of America

Oakland High School District 5/1950	\$10,000.00
Alameda High School District 4-3/4/1959	13,000.00
Napa Union High School District 1 1/4/1964	<u>30,000.00</u>
	<u>\$53,000.00</u>

American Trust Company - San Francisco for the account of the American Trust Co., San Anselmo

Santa Ana Junior College 1 1/4/1950	\$49,000.00
City of Los Angeles Electric Plant 4 1/4/1949	<u>1,000.00</u>
	<u>\$50,000.00</u>

The market value of these securities so deposited is in excess of the amount required by law for the security of such deposits.

There was also in safekeeping in the American Trust Company, San Francisco, \$20,000.00 face value of Series "G" U. S. Certificates of Indebtedness, due October 1, 1949. This fact was confirmed direct from that bank.

This examination did not cover a detailed check of all transactions, and only test checks were made of various items of record. Such checks were made of the cancelled warrants returned during the year by the banks. These warrants were examined for approval by the Finance Committee, and the arithmetical accuracy of the items appearing upon the attachments checked.

The collection of City licenses was verified by reference to the stubs of receipts issued for such payments, and the amounts received traced into the bank accounts. Test checks were made of the City Dockets and the Municipal Judges' Record Book for verification of fines levied and collected and these receipts were likewise traced into the record of cash received.

The Assessment Lists were test checked for arithmetical accuracy and the calculation of the total tax assessment was verified.

The bonds redeemed and cancelled, and the interest coupons paid during the year were examined and found to be properly recorded.

If there is anything further in respect to these accounts, we shall be pleased to furnish it to you upon request.

We wish to take this opportunity of expressing our appreciation for the co-operation extended to us by the staff in the City Clerks' office.

Yours very truly,

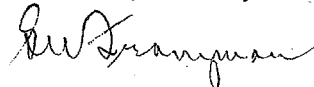


EXHIBIT A

TOWN OF SAN ANSELMO

San Anselmo, California

SUMMARY OF REVENUES AND EXPENDITURES

FISCAL YEAR ENDED JUNE 30, 1948

AVAILABLE CASH - JULY 1, 1947\$ 46,160.06REVENUES:

General property tax	\$116,387.59	
Licenses and permits	10,434.78	
Fines and penalties	10,800.00	
Privileges	2,797.52	
Rent of property	455.00	
Sale of property	2,673.44	
Interest received	175.00	
Subventions and grants	20,164.61	
Inspection fees	6,071.07	
Education	2,413.78	
Miscellaneous	783.05	
Special assessments	1,974.30	
Trust funds	7,555.18	
		\$182,685.32

EXPENDITURES:

General City government	\$ 20,846.62	
Protection to person and property	107,917.12	
Streets	35,355.06	
Education	12,646.87	
Recreation	4,027.08	
Miscellaneous	1,019.58	
Interest	810.00	
Redemption of debt	3,000.00	
Special assessments	56.10	
Bond and trust funds	7,555.18	
		\$193,233.61

Excess of Expenditures over Revenues \$ 10,548.29

TOTAL AVAILABLE CASH - JUNE 30, 1948 \$ 35,611.77

ADD - Outstanding Warrants \$ 29,948.88

TOTAL CASH ON HAND - JUNE 30, 1948 \$ 65,560.65

DISTRIBUTED AS FOLLOWS:

American Trust Co.	\$ 8,425.64	
" " " - Clerks' Account	1,000.00	
Bank of America	35,585.01	
United States Bonds	20,000.00	
Petty Cash	550.00	
		\$ 65,560.65

EXHIBIT BANALYSIS OF REVENUESFISCAL YEAR ENDED JUNE 30, 1948GENERAL PROPERTY TAX

Current Taxes	\$113,847.27	
Delinquent Taxes	<u>2,540.32</u>	\$116,387.59

LICENSES AND PERMITS

Business Licenses	\$ 8,556.78	
Dog Licenses	1,380.00	
Permits	<u>498.00</u>	10,434.78

FINES AND PENALTIES

Court Fines and Penalties	\$ 2,270.00	
Motor Vehicle Fines	<u>8,530.00</u>	10,800.00

PRIVILEGES

Garbage	\$ 1,500.00	
Pacific Gas and Electric Co.	<u>1,297.52</u>	2,797.52

RENT OF PROPERTY

Sub-station Rental		455.00
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SALES OF PROPERTY

Land and Buildings	\$ 773.44	
Personal Property	<u>1,900.00</u>	2,673.44

INTEREST ON UNITED STATES BONDS

175.00

SUBVENTIONS AND GRANTS

State Liquor Licenses	\$ 2,896.25	
State Gasoline Taxes	3,895.66	
Motor Vehicle in Lieu Tax	<u>13,372.70</u>	20,164.61

INSPECTION FEES

Building, Plumbing and Electrical		6,071.07
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EDUCATION

Library Rentals and Fines		2,413.78
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MISCELLANEOUS

Proceeds Recreation Festival	\$ 49.35	
Title Reports and Sundry	<u>733.70</u>	783.05

Carried forward		\$173,155.84
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EXHIBIT B (2)

Brought forward \$173,155.84

SPECIAL ASSESSMENTS

1,974.30

TRUST FUNDS

Employees Income Tax Withheld

7,555.18

TOTAL REVENUES

\$182,685.32

EXHIBIT CANALYSIS OF EXPENDITURESFISCAL YEAR ENDED JUNE 30, 1948LEGISLATIVE

Printing ordinances, Stationery and Office Expense		\$ 1,712.24
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FINANCE OFFICES AND ACCOUNTS

Auditor and Controller Salary	\$ 3,258.25	
Special Auditing or Accounting	200.00	
Treasurer	900.00	
Tax Collector - including two deputy clerks	5,538.00	
Other part time Clerical Help	<u>1,277.34</u>	11,173.59

LAW OFFICES AND ACCOUNTS

City Attorney Salary	\$ 1,500.00	
Sundry Legal Expense	<u>50.00</u>	1,550.00

OTHER GENERAL OFFICES AND ACCOUNTS

City Dues	\$ 180.00	
Civil Service Examinations	797.76	
Sundry	<u>803.55</u>	2,081.31

ELECTIONS

General		836.80
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JUDICIAL

Salary of Judge		900.00
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GENERAL GOVERNMENT BUILDINGS

General Expenditures, Telephone, Repairs		<u>2,592.68</u>
	<u>TOTAL GENERAL GOVERNMENT</u>	<u>\$20,846.62</u>

PROTECTION TO PERSON AND PROPERTY

Police Department		\$ 40,534.13	
Fire Department	\$44,030.01		
" " Capital Outlays	<u>17,188.00</u>	61,218.01	
Inspection		998.50	
Compensation Insurance		<u>5,166.48</u>	107,917.12
	Carried forward		<u>\$128,763.74</u>

EXHIBIT C (2)

Brought forward \$128,763.74

STREETS

General Administration	\$ 14,872.63	
Maintenance and Construction	4,171.95	
Equipment, including replacements	6,298.64	
Street Lighting	8,679.96	
Gas Tax	409.97	
Drainage	<u>921.91</u>	35,355.06

EDUCATION

Library		12,646.87
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RECREATION

Parks and Street Trees	500.00	
Playgrounds	<u>3,527.08</u>	4,027.08

MISCELLANEOUS

Advertising and Promotion		1,019.58
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INTEREST

General City Bonds		810.00
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REDEMPTION OF DEBT

General City Bonds		3,000.00
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SPECIAL ASSESSMENTS

Interest		56.10
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BOND AND TRUST FUNDS

Employees Income Tax Withheld		<u>7,555.18</u>
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TOTAL EXPENDITURES

\$193,233.61

EXHIBIT D

TOWN OF SAN ANSELMO

STATEMENT OF CHANGES IN FUNDS

FISCAL YEAR ENDED JUNE 30, 1948

	Available Balance July 1, 1947	Receipts	Total	Expenditures	Available Balance June 30, 1948
General Fund	\$ 1,101.53	\$145,338.65	\$146,440.18	\$148,040.41	\$ 1,600.23
Library Fund	1,506.87	14,271.40	15,778.27	12,646.87	3,131.40
Gas Tax Fund	1,132.77	3,895.66	5,028.43	409.97	4,618.46
<u>Bond Funds:</u>					
General Obligations	4,570.10	3,582.24	8,152.34	3,810.00	4,342.34
1911 Street Improvements	98.57	-	98.57	-	98.57
1915 " "	501.28	-	501.28	-	501.28
1925 " "	3,531.53	1,910.30	5,441.83	56.10	5,385.73
Reserve Fund	30,027.50	175.00	30,202.50	17,188.00	13,014.50
New Engine House Fund	2,378.40	455.00	2,833.40	-	2,833.40
Park and Recreation Fund	1,311.51	3,927.85	5,239.36	3,527.08	1,712.28
Fire Alarm	-	1,574.04	1,574.04	-	1,574.04
TOTALS	\$ 46,160.06	\$175,130.14	\$221,290.20	\$185,678.43	\$35,611.77

13014.50

Archer
10,957
1803
13757

EXHIBIT E

STATEMENT OF BONDS OUTSTANDING

JUNE 30, 1948

	<u>Outstanding</u> <u>6/30/47</u>	<u>Redeemed to</u> <u>6/30/48</u>	<u>Outstanding</u> <u>6/30/48</u>
<u>Bonds:</u>			
1911 Street Improvement	\$ 29,865.00	\$ -	\$ 29,865.00
1915 " "	3,592.80	-	3,592.80
1925 " "	3,935.00	-	3,935.00
General Obligations	<u>12,000.00</u>	<u>3,000.00</u>	<u>9,000.00</u>
Totals	<u>\$ 49,392.80</u>	<u>\$ 3,000.00</u>	<u>\$ 46,392.80</u>